

## **How to make your Military deposit (updated August 2011)**

Download and complete the Estimated Earnings during Military Service form – [http://www.opm.gov/forms/pdf\\_fill/RI20-97.pdf](http://www.opm.gov/forms/pdf_fill/RI20-97.pdf)

Forward the completed form to the appropriate military finance center, (click on link <http://www.dfas.mil/dfas/civilianemployees/customerservice.html#Military> for contact information) along with a copy of your DD214 for each period of service listed on the form.

If you need to obtain a copy of your DD214(s), click on the link below:  
<http://www.archives.gov/veterans/military-service-records/get-service-records.html>

The military finance center will insert your earnings on the form and return it to you.

When you receive the estimated earnings from the military finance center you can fax a copy of the form and your DD-214(s) to your Retirement Specialist [http://www.wfm.noaa.gov/pdfs/Contact\\_BeneRetire.pdf](http://www.wfm.noaa.gov/pdfs/Contact_BeneRetire.pdf) . Your Retirement Specialist will calculate the amount of the deposit and will send it to you.

Once you are ready to make your post-56 military deposit, you must submit the two forms below, along with your DD-214(s) and the original RI20-97 to your [Benefits Assistant](#). They will send your military deposit package to the National Finance Center for processing. You should receive a paid-in-full statement once your deposit is complete. If you have not received the statement, please contact your Benefits Assistant for a copy.

Application to Make Deposit for CSRS: [http://www.opm.gov/forms/pdf\\_fill/SF2803.pdf](http://www.opm.gov/forms/pdf_fill/SF2803.pdf)  
Application to Make Deposit for FERS: [http://www.opm.gov/forms/pdf\\_fill/SF3108.pdf](http://www.opm.gov/forms/pdf_fill/SF3108.pdf)

Memorandum for Military Deposit: [http://www.wfm.noaa.gov/pdfs/Military\\_Deposit.pdf](http://www.wfm.noaa.gov/pdfs/Military_Deposit.pdf)